

Primary Section Library (as per new Library Policy-2012)

Class Libraries

For Primary classes (**1 to V**), class libraries should be set up. These libraries will be under the charge of **class teachers**. The class teacher will issue books from the main library, which will be in accordance with the standard and interest of the age group of the children of the class concerned.

- A **Class Library Book Issue Register** should be maintained in the library.
- Required number (number of books = Total number of students+ 10 (books for displaying on the class library book shelf) of colour coded books shall be issued from the main library.
- Books should be **attractively displayed** in lockable glassed/transparent shelves and kept in the class.
- The teacher will issue books to the children during class library periods. After these books have been read by the students, another set of books would be issued from the main library.
- The Primary teacher would maintain a **register** to record the details of the issue/return of books to the students so that he/she can track the circulation of books and students' reading behaviour.
- Books may be issued to students of Class IV and V with proper instructions about its care and
- The **selection of books** for the class libraries shall be done by a **committee** comprising of H.M, Incharge Primary Tr., two primary teachers and two students who will be nominated by the H.M.
- The class teacher will ensure that every pupil in the class maintains a **note book in which the name of the book read, its author and a brief account of the content is recorded.**
- Out of the two library periods allotted, one period shall be used exclusively for reading children's magazines. For this, multiple copies of magazines shall be procured from the main library.
- The class teacher may conduct activities such as storytelling, read aloud, book talks/discussions, competitions (book review writing, reading, storytelling, news reading, book jacket/bookmark/poster designing, developing a story, etc), assembly programmes (book reviews, stage conversations based on book themes, dramatizations, puppets), awards (best reader of the class), exhibitions/displays, preparation of wall magazines, scrap books, etc
- Tour to the main library shall be conducted for primary students to make them aware of library, books and reading.
- The librarian should support the class teachers proactively to set up class libraries and organize related activities/events.

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A “Reading Corner” shall be set up in the Primary block where a newspaper and multiple copies of children’s magazines can be kept for open/anytime reading. This will be under the charge of Head Master/Mistress.

“Hanging Libraries” shall be developed for class I-III, where children’s magazines and donated books (voluntarily donated by students, teachers and parents) are clipped and hanged on a thread in the class room.

Junior Library

An attractively designed and child friendly junior library shall be setup in the primary section of the Vidyalaya. This will be an open space for primary children to spend their free time apart from the regular library periods.

1) Space, furniture and fixtures:

- i. Single room with proper ventilation, lighting and accessibility.
- ii. Comfortable, casual and age appropriate wooden chairs with foam and/or leather cushions.
- iii. spherical tables with coloured tops around which 2/4 chairs can be placed
- iv. Single cushioned chairs placed strategically at different corners of the library.
- v. Soft carpets on which children can sit casually
- vi. Aesthetically designed wall fixtures and signs
- vii. Natural, potted plants placed at different locations

2) Resources:

- i. Colour coded books issued from the main library shall be arranged class-wise in open wooden shelves.
- ii. Multiple copies of children’s magazines and newspapers for anytime reading
- iii. Donated children’s fiction books for uncontrolled reading
- iv. Soft toys, materials for mental games, drawing and painting
- v. Audio and video equipments to develop language learning skills and screen children’s films

3) Activities:

- i. Books for class libraries shall be circulated through the Junior library
- ii. Planning and coordination of class library activities
- iii. Providing unhindered access to children’s books, magazines and newspapers.

COLOUR CODING OF BOOKS FOR CLASS LIBRARIES (New Library Policy) (PRIMARY SECTION)

The classified books should be pasted with colour slips on the spine for easy identification and shelving.

The colour codes are, White (Class-I)

Blue (Class-II)

Green(Class-III)

Yellow(Class-IV)

Red (Class-V)